

CITY OF BAINBRIDGE ISLAND  
2017 LODGING/TOURISM FUND PROPOSAL  
COVER SHEET

Project Name: Fort Ward Community Hall

Name of Applicant Organization: Friends of Fort Ward

Applicant Organization IRS Chapter 501(c)(3) or 501(c)(6) status and Tax ID Number: 47-5772442 (501(c)3)

Date of Incorporation as a Washington State Corporation and UBI Number: 7/21/15 603-526-259

Primary Contact: Douglas Crist

Mailing Address: 1948 Parkview Drive  
Bainbridge Is WA 98110

Email(s): FortWardHall@gmail.com

Day phone:                      Cell phone: 206-499-6569

Please indicate the type of project described in your proposal:

<input checked="" type="checkbox"/>	Project Type
<input type="checkbox"/>	Tourism marketing
<input type="checkbox"/>	Marketing and operations of special events and festivals designed to attract tourists
<input type="checkbox"/>	Supporting the operations of a tourism-related facility owned or operated by a nonprofit organization*
<input checked="" type="checkbox"/>	Supporting the operations and/or capital expenditures of a tourism-related facility owned or operated by a municipality or a public facilities district*

\*If the proposal requests funds for a tourism-related facility, please indicate the legal owner of that facility:

Kitsap County (Fort Ward) Senior Dist. #7

# 2017 CITY OF BAINBRIDGE ISLAND CIVIC IMPROVEMENT (LTAC) FUND APPLICATION

**Project: Fort Ward Community Hall and National Historic District Interpretive Site**  
**Submitted by: Friends of Fort Ward**

## SECTION 1: APPLICANT INFORMATION

*1. Describe the facility proposed including its purpose, history, and budget. Include past attendance history if applicable, and estimate the number of tourists drawn to the event or facility/year. Please estimate total attendance and number of tourists estimated to attend for 2017. How has the activity been promoted in the past (if applicable) and what promotion is planned for 2017?*

The Fort Ward Community Hall project will see restoration of the heritage bakery building (constructed 1910) in Fort Ward, a National Historic District at the island's south end, for use as a public hall and historical interpretive site.

City permits have been applied for and approval is expected in fall 2016. Building renovation will begin summer 2017 and be completed within 3-4 months, at which point the building will be opened to the public as a community resource and attraction for visitors to the historic district.

Because the facility will not be open to the public until fall 2017, its impact on the island's tourism economy will not begin to be fully realized until late in the year, and more so the following year. That said, the planned dedication in fall 2017 will be a significant event and will attract historians to the island from around the region and possibly the country.

The building will then become the focal point to promote the Fort Ward National Historic District as a destination site. It will complement the Bainbridge Island Historical Museum and the Japanese American Exclusion Memorial (a National Historic Site) in helping visitors learn about the significant wartime experiences on Bainbridge Island. New interpretive signage will be placed at key points throughout the neighborhood as part of the project.

Promotion of the new interpretive site will be by the Friends of Fort Ward neighborhood group, in partnership with the BI Historical Society, the WA Trust for Historic Preservation (a funding partner), and the Coast Defense Study Group, a national organization dedicated to preservation and interpretation of coastal defense installations like Fort Ward.

Facility development budget is approximately \$325,000.

**Toward this amount, we are seeking \$30,000 in LTAC funding for 2017.**

See the project website at [www.fortwardhall.org](http://www.fortwardhall.org) for more information.

*2. If appropriate, please identify the project partner(s) and briefly describe the involvement of each. Please note that the maximum award of \$100,000 will apply to any single project, even if proposed by a team of partners.*

The project is a three-way partnership between the Friends of Fort Ward neighborhood group (501(c)3 fundraising agent), the Bainbridge Island Metro Park & Recreation District (lead contractor on the renovation, and future facility manager), and Kitsap County (Fort Ward) Sewer District No. 7 (municipal agency and building owner). Once the building is open to the public, ongoing maintenance will be provided by the Park District under a 99-year lease. The Sewer District will maintain ownership as a capital asset.

*3. If appropriate, please list each project and amount of funding awarded and utilized from the Lodging Tax (Civic Improvement) Fund within the last five years (2011-2016).*

N/A

*4. If any projects previously funded through the Lodging Tax (Civic Improvement) Fund were not completed and/or if reports were not submitted to the City as requested, please explain:*

N/A

## **SECTION 2: PROJECT INFORMATION**

*1. Describe the proposed project.*

*a. Identify the Project's main objectives and how each will be achieved.*

The project goal is to restore the fort's heritage bakery building for use as a publicly accessible community hall and historical interpretive site. Fundraising for the renovation is ongoing, with about two-thirds of the required funding already raised in the past 12 months. Restoration work will be performed by the Park District, with renovation slated to begin summer 2017 and be completed within four months.

*b. Be as specific as possible about the proposed services, measurable impacts, distribution method and costs.*

Proposed services:

- *Community hall.* Operated by the Park District, the building will be available for not only park classes but also for events that will draw audiences from off island. These would include historic talks and events, etc.
- *Historical interpretive component.* The restored building will include a generous interpretive component, with historical photographs, texts and other elements drawn from the extensive archival collection maintained by Friends of Fort Ward, the Bainbridge Island Historical Museum, the Puget Sound Coast Artillery Museum, the National Archives at Sand Point, and other sources. Funding for the interpretive element has already been secured through a grant by the Coast Defense Study Group. This component will be cross-promoted by local, regional and national historic preservation groups, including the Coast Defense Study Group, which regularly hosts and promotes tours to Coast Artillery venues like Fort Ward.

Facility usage and will be tracked by the Park District.

*c. If appropriate, provide details about the facility operating costs to be funded.*

Ongoing maintenance and operations will be provided by the Park District, with additional financial support by Friends of Fort Ward neighborhood group.

*2. Provide a brief narrative statement to address each of the stated selection criteria. Describe outcomes anticipated from each criterion, as well as the overall project.*

*a. Expected impact on increased tourism in 2017. Please provide specific estimates of how the project will impact the number of people traveling to Bainbridge Island from fifty miles or more one way from their place of residence, or travelling from another country or state outside of Washington State. If appropriate, compare/contrast this impact to actual or estimated number of tourists at your event/facility in 2015 and estimates for 2016.*

The Fort Ward National Historic District has a very marketable story. The fort was established in 1910 and had two distinct and historically significant iterations: first as a Coast Artillery Corps garrison in World War I, then as a US Naval Radio Station and top-secret codebreaking center in World War II that contributed to victory in the Pacific against Imperial Japan. Various vestiges remain, including four large concrete gun emplacements and about 20 buildings, providing a colorful and historically rich environment for explorers. Nevertheless, while Fort Ward was designated a National Historic District in 1976, it has never been widely promoted as such for tourism purposes, possibly because there has been no publicly accessible “centerpiece” building or interpretive site for visitors to experience. Restoration of the bakery building as a community hall presents an outstanding opportunity for local tourism development, positioning Fort Ward as a viable draw for history buffs just like its sister forts around the Pacific Northwest. It will complement the offerings of the Bainbridge Island Historical Museum and the Japanese American Exclusion Memorial at Pritchard Park, each amenity presenting a different facet of the island’s wartime history.

*b. Expected impact on or increase in overnight stays on the island. Please include actual or estimated numbers of tourists who will stay overnight in paid accommodations in Bainbridge lodging establishments in 2017 as a result of proposed activities. Please include the basis for any estimates.*

Fort Ward already attracts off-island visitors, primarily day-trippers but some who come to the island for overnight stays. Kitsap Tours runs buses full of sightseers through the neighborhood to view the historic homes. Visitors sometimes come from out of the area, drawn by sentimental or family ties because their parents served here during the 1940s and 1950s while the fort was still active. For example: in 2015 a woman came up from Portland and explored the neighborhood because her parents met here during the WWII. She made an overnight stay and subsequently contributed to the community hall campaign. Restoration of the bakery building as a public attraction will draw more visitors like these, possibly into the hundreds each year – particularly once it is cross-promoted with the Historical Museum and the Exclusion Memorial. New spending at local restaurants, lodging and other services will follow.

*c. Projected economic impact on Bainbridge Island businesses, facilities, events and amenities, including sales of overnight lodging, meals, tours, gifts, and souvenirs (helpful data may be found on the Washington State Department of Commerce website).*

The Bainbridge Island Historical Museum reports approximately 15,000 visitors in 2015 – a large proportion from off island, many of them drawn by such exhibits as the Ansel Adams “Manzanar” photos from World War II. Meanwhile the Japanese American Exclusion Memorial, under the stewardship of the National Park Service, continues to develop into a historical resource site with both regional and national standing. Development of a third,

closely related interpretive site at Fort Ward will enhance these facilities' collective draw for history enthusiasts and cultural tourists.

*d. The project's potential to draw visitors to the Island and increase overnight stays during the off-season, i.e. October 1 until Memorial Day.*

The Fort Ward Community Hall and interpretive site will be a year-round attraction for anyone interested in island history and the fort's colorful past. In fact, the neighborhood already generates considerable interest from historians. Fort Ward's wartime cryptography work is detailed in "The Codebreakers," an authoritative tome by former Newsweek writer David Kahn, while the fort's top-secret "Station S" (now a private home) has its own entry at [www.historylink.org](http://www.historylink.org), a popular online encyclopedia of Washington lore. This growing, scholarly interest in the fort can be leveraged into additional respectful, low-impact tourist patronage to the island.

The Fort Ward historic district also benefits from being part of a larger regional network. Fort Ward's Puget Sound "sister forts" are popular state parks (Fort Casey on Whidbey Island, Fort Flagler on Marrowstone Island), while the "big sister," Fort Worden at Port Townsend, has annually been Washington state's most heavily traveled park and continues to draw strong tourist traffic under the management of a new public development authority. The new interpretive amenity at Fort Ward will dovetail with these established regional attractions.

*e. The applicants' demonstrated history of organizational and project success.*

In the past 12 months, Friends of Fort Ward and the Fort Ward Community Hall project have earned grants from the Washington Trust for Historic Preservation, the Bainbridge Island Parks Foundation, the Rotary Club of Bainbridge Island, the Bainbridge Community Foundation, and the Suquamish Tribe, and donor-advised contributions from the Seattle Foundation and Kitsap Community Foundation. A grant from Coast Defense Study Group, a national organization, will fund the building's interpretive element and displays.

The project is currently ranked No. 6 out of 35 projects statewide recommended for funding under the Washington Heritage Capital Projects fund, a highly competitive grant program, and is in line for \$92,000 in state funding in 2017. The project scored so high precisely because it will promote interpretation of an important heritage site and provide public access.

The project has also earned considerable community recognition. The Fort Ward Youth Advisory Committee, a cadre of high school volunteers, have earned the City of Bainbridge Island's 2015 Blakely Award for Leadership in Historic Preservation, and the Bainbridge Community Foundation's 2016 Outstanding Young Philanthropists Award.

Approximately \$200,000 in grant and private funding has been committed or recommended toward the project, about two-thirds of the total goal. LTAC funding will contribute to the facility's timely completion.

*f. Describe any partnerships with other organizations and businesses in the proposed project – including efforts to minimize duplication of services where appropriate and encourage cooperative marketing.*

Friends of Fort Ward enjoys a reciprocal agreement with the Puget Sound Coast Artillery Museum at Port Townsend, through which the two organizations share historic photos, maps, documents and other interpretive resources, and promote each other's programs. FFW also enjoys a partnership with the Bainbridge Island Historical Museum, and recently collaborated with that organization and IslandWood for the first-ever Fort Ward Living History Walk. The event sold out and drew visitors from both on- and off-island to explore the neighborhood on a guided walking tour led by volunteer docents. The event was so successful that a follow-up is already being planned for 2017. The restored bakery building will be a centerpiece of future such tours and interpretive events.

Going forward, a new partnership will be explored with the National Park Service / Japanese American Exclusion Memorial for cross promotion.

*g. Describe the degree to which the project goals and/or results can be objectively assessed.*

The Park District keeps detailed data on facility use by community groups, and there is already strong demand for the Fort Ward Community Hall even before the building has been renovated. The facility will generate considerable interest once it is open, both for on-island groups and tourists. Off-island visitors can be tracked through guestbooks, visitor response cards, direct inquiries, etc.

*h. Describe the degree to which the project will leverage award funds with additional matching funds or donated in-kind goods or services.*

As noted previously, the project has already brought in significant private contributions and grant funding. Moreover, Friends of Fort Ward is an all-volunteer organization, and its members have contributed thousands of hours to fundraising and promoting the project through guided tours, presentations and extensive outreach.

If the project receives full support under this proposal, the LTAC funding will be leveraged by more than 10:1 by the time the project is completed.

## **Supporting Documentation**

*1. Provide a project timeline that identifies major milestones.*

- 2007: Historic Fort Ward bakery building purchased by KCSD7
- 2013-14: Neighborhood meetings are held to gauge public support for Fort Ward Community Hall; Fort Ward Youth Board forms
- 2015: Friends of Fort Ward registers as nonprofit organization with State of WA
- 2016: FFW receives 501(c)3 status, begins serious fundraising
- June 2017 (projected): Building renovation begins
- October 2017 (projected): Fort Ward Community Hall dedicated, promotion as regional heritage site ramps up in collaboration with other local historical resource sites

*2. Include a detailed budget for the proposed project itemizing expenses and income. Include the amount requested from the Lodging Tax Fund and identify other sources of funding anticipated or obtained, including matching funds, as well as any in-kind contributions necessary to complete the project.*

Attached.

*3. If applicable, please describe the project's scalability. How would the project scope and budget be adjusted should the full amount of the LTAC funding request not be awarded? Please provide specifics. If this information is not provided, the award committee will not consider alternative levels of funding.*

The success of private fundraising to date demonstrates that the Fort Ward Community Hall project will be completed with or without LTAC funding. That said, full funding under the LTAC program will allow us to wrap up the fund drive sooner, open the building to the public, and begin promoting the Fort Ward National Historic District as a destination site, complementing the Bainbridge Island Historical Museum and the Bainbridge Island Japanese American Exclusion Memorial.

*4. Provide copies of your organization's 2015 income/expense summary and 2016 budget.*

Attached.

*5. Provide an estimate of 2016 revenue and expenses.*

Attached.

*6. Letters of Partnership – Include letters from any partnering organizations committing to joint sponsorship of the application and specifying their intended activities.*

Attached.



08/25/16

Friends of Fort Ward  
Balance Sheet Standard  
As of August 25, 2016

	<u>Aug 25, '16</u>
ASSETS	
Current Assets	
Checking/Savings	
Checking	28,256.27
	<u>28,256.27</u>
Total Checking/Savings	28,256.27
Accounts Receivable	
Donations Receivable	5,500.00
Grants Receivable	61,100.00
Pledges Receivable	3,241.00
	<u>69,841.00</u>
Total Accounts Receivable	69,841.00
Other Current Assets	
Inventory Asset	1,159.62
	<u>1,159.62</u>
Total Other Current Assets	1,159.62
Total Current Assets	<u>99,256.89</u>
TOTAL ASSETS	<u>99,256.89</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Other Current Liabilities	50.00
Sales Tax Payable	52.88
	<u>102.88</u>
Total Other Current Liabil...	102.88
Total Current Liabilities	<u>102.88</u>
Total Liabilities	102.88
Equity	
Retained Earnings	9,461.61
Opening Balance Equity	372.10
Net Income	89,320.30
	<u>99,154.01</u>
Total Equity	99,154.01
TOTAL LIABILITIES & EQUITY	<u>99,256.89</u>



Friends of Fort Ward  
Profit and Loss Budget Overview  
January through December 2016

05/18/16

	<u>Jan - Dec '16</u>
Ordinary Income/Expense	
Income	
Direct Public Grants	66,000.00
Direct Public Support	
Corporate Contributions	4,000.00
Gifts in Kind - Goods	65,000.00
Individ, Business Contributions	30,000.00
Total Direct Public Support	99,000.00
merchandise sales	2,400.00
Total Income	167,400.00
Gross Profit	167,400.00
Expense	
Business Expenses	
Business Registration Fees	60.00
Total Business Expenses	60.00
Contract Services	
Accounting Fees	600.00
Legal Fees	500.00
Total Contract Services	1,100.00
Operations	
Banking Service Fees	45.00
Postage, Mailing Service	400.00
Printing and Copying	200.00
Supplies	300.00
Total Operations	945.00
Project Expense	
Architect/engineering fees	12,000.00
Permits and Fees	17,000.00
Project Expense - Other	65,000.00
Total Project Expense	94,000.00
Total Expense	96,105.00
Net Ordinary Income	71,295.00
Net Income	71,295.00

## Fort Ward Bakery Restoration

Item	Estimate Provided By	Description
Asbestos Testing	NVLabs	Test likely areas for presence of Asbestos
Removal of oil tank	Park Staff	Decommission or remove old oil tank, clean and fill area as needed
Removal of HVAC	Park Staff	Remove existing HVAC system and ducting
Demolition	Park Staff	Demolish raised floor and remove all non-original structures
Masonry	Warfield Masonry	Remove infill and restore original door and window openings
Masonry	Warfield Masonry	Misc patching, including replacing missing sandstone sills
Masonry	Warfield Masonry	Demolish and dispose of small chimney
Masonry	Warfield Masonry	Demolish and dispose of large chimney
Rough Carpentry	Park Staff	Framing of new floor, interior partition walls, porch overhang and repairs to rafters.
Rough Carpentry	Park Staff	Framing of exterior wall furring for insulation
HVAC	Economy Air	Install new electric heat pump and ducting in attic space
Electrical	Hendon Electric	Install new service entrance, master distribution panel, and all new wiring and lighting throughout
Slate Roof	Hanley Construction	Patch slate roof at location of large removed chimney
Slate Roof	Hanley Construction	Patch slate roof at location of small removed chimney
Sheetrock	Park Staff	Install sheetrock for new ceiling and interior walls.
Sheetrock	Park Staff	Install sheetrock over furred exterior walls
Finish Flooring	Park Staff	Install new hardwood floor in main space, VCT in kit. restrooms and office
Insulation	Burnham Insulation	Blown in insulation in ceiling
Insulation	Burnham Insulation	Spray foam and batt insul. ext. walls
Doors and windows	Olympic Glass	Install new doors and windows
Plumbing	Park Staff	Install plumbing necessary for new restrooms and kitchen
Kitchen & baths	Park Staff	Install cabinets, sinks, and countertops
Paint	Park Staff	Paint all interior walls and trim
Fire protection	Park Staff	Extinguishers, emergency lighting, exit signs
Signage	Park Staff	Park standards timber and laminate entry sign

Total

10% Contingency

Permitting Park Staff

Small tools, rentals Park Staff

Site clean up Park Staff

Parking lot grading and preparation Park Staff

Landscaping Park Staff

Estimate in 2014

Adjusted for 2015

Adjusted for 2016

**Grand Total**

### **Additional items not estimated**

Vacation of Right-of-Way

City Value of Land

Attachment F -- Cost estimates (Note: Sheet includes estimates for both Phase 1 and Phase 2.  
Only Phase 2 elements (restoration) are proposed for funding under the program.



Amount	Contract Estimate
\$1,500	\$1,500
\$1,000	\$1,350.00
\$1,500	\$2,025.00
\$10,443.67	\$14,098.95
\$19,600.00	\$19,600.00
\$10,750.00	\$10,750.00
\$3,800.00	\$3,800.00
\$11,900.00	\$11,900.00
\$13,145.88	\$17,746.94
\$3,506.01	\$4,733.11
\$10,000.00	\$10,000.00
\$10,000.00	\$10,000.00
\$1,395.00	\$1,395.00
\$495.00	\$495.00
\$4,578.74	\$6,181.30
\$3,082.83	\$4,161.82
\$10,974.20	\$14,815.18
\$2,300.00	\$2,300.00
\$7,500.00	\$7,500.00
\$41,586.45	\$41,586.45
\$7,102.00	\$9,587.70
\$9,798.42	\$13,227.87
\$2,597.08	\$3,506.06
\$1,000.00	\$1,350.00
\$5,000.00	\$6,750.00
\$194,555	\$220,360
\$19,456	\$22,036
\$20,000	\$20,000
\$3,891	\$4,407
\$584	\$661
\$20,000	\$22,000
\$10,000	\$15,000
<b>\$268,486</b>	<b>\$304,465</b>
\$281,910	\$319,688
\$296,005	\$335,672





Consultants in Historic Preservation and Military Architecture

January 17, 2016

To Whom It May Concern:

The state of Washington has many significant military properties, ranging from the 1850s to the Cold War of the 20<sup>th</sup> century. Some of them, such as Vancouver Barracks, have been successfully converted to new uses while others – the Bremerton Shipyard and Fort Lewis are examples – continue to meet our needs of national defense. Few can match the varied history of Fort Ward.

Conceived as a component of the fortifications that once protected Puget Sound, adapted by the Navy as an important listening station during World War II, and then serving as a part of the regional air defense system of the 1950s, this small post at the south end of Bainbridge Island has had an uncommon chronicle.

New homes large and small have changed the look of Fort Ward, separating it from the past. The project to rehabilitate the century-old bakery building as a community center can correct that disconnect. The public use and the planned interpretive exhibits will help island residents and visitors alike better value and understand an important but often overlooked aspect of community history.

Sincerely,

David M. Hansen

Principal